From:

Gulati, Sonia

Sent:

Thursday, January 26, 2017 2:34 PM

To:

Bhalla, Amy D; Salber, Matthew C; Patterson, Sean A

Subject:

RE: circuit ride update from RAD-Updated

Importance:

Hìgh

#### Amy please hold off!

From: Gulati. Sonia

Sent: Thursday, January 26, 2017 3:25 PM

**To:** Bhalla, Amy D; Salber, Matthew C; Patterson, Sean A **Subject:** RE: circuit ride update from RAD-Updated

Yes, that is fine. You can use the language Barbara used.

From: Bhalla, Amy D

Sent: Thursday, January 26, 2017 3:12 PM

**To:** Gulati, Sonia; Salber, Matthew C; Patterson, Sean A **Subject:** RE: circuit ride update from RAD-Updated

Sonia—PRM indicated that, in our messages to Embassy staff making logistics arrangements for CIS, we should indicate that postponement was related to the Executive Order that is expected to be released. Can you please advise if we should be including this in our messages? Thanks so much.

From: Bhalla, Amy D

Sent: Thursday, January 26, 2017 11:18 AM

**To:** Gulati, Sonia; Salber, Matthew C; Patterson, Sean A **Subject:** RE: circuit ride update from RAD-Updated

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From: Bhalla, Amy D

Sent: Thursday, January 26, 2017 11:03 AM

**To:** Gulati, Sonia; Salber, Matthew C; Patterson, Sean A **Subject:** RE: circuit ride update from RAD-Updated

Sonia—One pending question for Africa Desk: We had a large number of people borrow RAIO equipment in anticipation of their trips. Should we instruct those who borrowed equipment to mail it back? Thanks.

From: Gulati, Sonia

Sent: Thursday, January 26, 2017 10:13 AM

To: Pehlivan, Serra; Loizeaux, Andrew B (Drew); Muirragui, Emily R; Salber, Matthew C; Bhalla, Amy D; Patterson, Sean

A; Landro, Leia M; Kazimierczak, Marta K

Subject: RE: circuit ride update from RAD-Updated

Desk Officers,

Thanks for time and effort yesterday and today in ensuring that all of the changes go smoothly. I spoke to Miya and RAIO Travel will be sending out some guidance to you all to forward to your teams. It will include information about cancellation fees, vaccinations, travel orders, etc. We can expect that sometime later today.

Have there been any issues with canceling eCCs?

If there are any other pending questions or issues, please let me know.

Thanks!

Sonia

From: Gulati, Sonia

Sent: Wednesday, January 25, 2017 6:42 PM

To: Pehlivan, Serra; Loizeaux, Andrew B (Drew); Muirragui, Emily R; Salber, Matthew C; Bhalla, Amy D; Patterson, Sean

A; Landro, Leia M; Kazimierczak, Marta K

Subject: FW: circuit ride update from RAD-Updated

FYI

From: Dempsey, Miya H

**Sent:** Wednesday, January 25, 2017 6:01:31 PM

To: Gulati, Sonia

Cc: Anderson, Ross S; Hodge, Brian A; RAIO Travel Subject: RE: circuit ride update from RAD-Updated

Hi Sonia and Ross,

CI Travel is in the process of modifying the return flights for those TDYers who are in DC for training to limit the call volume and wait time. Therefore, if the traveler has not already called, their flights will be modified by CI Travel and they should receive an email of their new itinerary.

In addition, I wanted to recap the following action items that need to occur ASAP by the respective personnel for the Circuit Rides.

- 1) Cancel ALL international ticketed flights (Desks/CI Travel).

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- 5) Amend Travel Authorization(s) (RAIO Travel)
- 6) Adjust Credit Limits back to normal amounts (RAIO Travel/USCIS Travel Card-FOB)

Let me know if you have any immediate questions or concerns.

Miya H Dempsey Management Program Analyst DHS-USCIS-RAIO Travel Unit 20 Massachusetts Ave NW, Suite 6015

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	4	
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**To:** RAIO - Refugee1

Subject: FW: circuit ride update

From: Strack, Barbara L

**Sent:** Wednesday, January 25, 2017 3:37:28 PM

**To:** Strack, Barbara L. **Subject:** circuit ride update

Dear RAD staff – I know that many of you have seen draft copies of an Executive Order related to the USRAP that is expected to be finalized and signed tomorrow. In light of this anticipated announcement, we've determined that it would be prudent to suspend circuit rides that are scheduled to depart between now and February 15.

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For our TDYers who are here in DC, we will be sharing information as soon as possible about travel arrangements for returning to home offices.

I hope to share more information tomorrow.

From:

Bhalla, Amy D

Sent:

Thursday, January 26, 2017 3:08 PM

To:

Gulati, Sonia; Salber, Matthew C; Patterson, Sean A

Subject:

RE: circuit ride update from RAD-Updated

Sure, Sonia. Is it ok if I proceed with cancelling Embassy logistics arrangements without the use of the Executive Order language below? Thanks.

From: Gulati, Sonia

Sent: Thursday, January 26, 2017 3:34 PM

**To:** Bhalla, Amy D; Salber, Matthew C; Patterson, Sean A **Subject:** RE: circuit ride update from RAD-Updated

Importance: High

Amy please hold off!

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Sent: Thursday, January 26, 2017 3:25 PM

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From: Bhalla, Amy D

Sent: Thursday, January 26, 2017 11:03 AM

**To:** Gulati, Sonia; Salber, Matthew C; Patterson, Sean A **Subject:** RE: circuit ride update from RAD-Updated

Sonia—One pending question for Africa Desk: We had a large number of people borrow RAIO equipment in anticipation of their trips. Should we instruct those who borrowed equipment to mail it back? Thanks.

From: Gulati, Sonia

Sent: Thursday, January 26, 2017 10:13 AM

To: Pehlivan, Serra; Loizeaux, Andrew B (Drew); Muirragui, Emily R; Salber, Matthew C; Bhalla, Amy D; Patterson, Sean

A; Landro, Leia M; Kazimierczak, Marta K

Subject: RE: circuit ride update from RAD-Updated

Desk Officers,

Thanks for time and effort yesterday and today in ensuring that all of the changes go smoothly. I spoke to Miya and RAIO Travel will be sending out some guidance to you all to forward to your teams. It will include information about cancellation fees, vaccinations, travel orders, etc. We can expect that sometime later today.

Have there been any issues with canceling eCCs?

If there are any other pending questions or issues, please let me know.

Thanks!

Sonia

From: Gulati, Sonia

Sent: Wednesday, January 25, 2017 6:42 PM

To: Pehlivan, Serra; Loizeaux, Andrew B (Drew); Muirragui, Emily R; Salber, Matthew C; Bhalla, Amy D; Patterson, Sean

A; Landro, Leia M; Kazimierczak, Marta K

**Subject:** FW: circuit ride update from RAD-Updated

**FYI** 

From: Dempsey, Miya H

Sent: Wednesday, January 25, 2017 6:01:31 PM

To: Gulati, Sonia

**Cc:** Anderson, Ross S; Hodge, Brian A; RAIO Travel **Subject:** RE: circuit ride update from RAD-Updated

Hi Sonia and Ross,

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In addition, I wanted to recap the following action items that need to occur ASAP by the respective personnel for the Circuit Rides.

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 Note: Instruct Travelers to contact the airline and seek a refund for any prepaid seating upgrade expenses.

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- 5) Amend Travel Authorization(s) (RAIO Travel)

Let me know if you have any immediate questions or concerns. Miya H Dempsey Management Program Analyst DHS-USCIS-RAIO Travel Unit 20 Massachusetts Ave NW, Suite 6015 Washington, DC 20529-2100 (b)(6) Please send Travel Related Emails: RAIO-Travel@uscis.dhs.gov Click here to make an appointment with RAIO Travel View the Concur User Guide AWS Day: 2<sup>nd</sup> Monday of the Pay Period Telework: 2<sup>nd</sup> Thursday of the Pay Period From: Gulati, Sonia Sent: Wednesday, January 25, 2017 4:06 PM To: Dempsey, Miya H; Hodge, Brian A Subject: FW: circuit ride update from RAD Brian and Miya, Per my discussion with Miya. As always, thanks for your support! Sonia Gulati Branch Chief, Regional Operations Refugee Affairs Division (RAD) DHS/USCIS/RAIO (b)(6) From: Strack, Barbara L Sent: Wednesday, January 25, 2017 4:03 PM To: RAIO - Refugee1 Subject: FW: circuit ride update From: Strack, Barbara L

6) Adjust Credit Limits back to normal amounts (RAIO Travel/USCIS Travel Card-FOB)

3

Sent: Wednesday, January 25, 2017 3:37:28 PM

**To:** Strack, Barbara L **Subject:** circuit ride update

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For our TDYers who are here in DC, we will be sharing information as soon as possible about travel arrangements for returning to home offices.

I hope to share more information tomorrow.

From:

Bhalla, Amy D

Sent:

Thursday, January 26, 2017 4:15 PM

To:

Gulati, Sonia; Salber, Matthew C; Patterson, Sean A

Subject:

RE: circuit ride update from RAD-Updated

No worries, thanks.

From: Gulati, Sonia

Sent: Thursday, January 26, 2017 4:38 PM

**To:** Bhalla, Amy D; Salber, Matthew C; Patterson, Sean A **Subject:** RE: circuit ride update from RAD-Updated

Yes, go ahead—sorry for the hassle. There has been some discussion on what to say, so please don't use the language vet.

From: Bhalla, Amy D

Sent: Thursday, January 26, 2017 4:08 PM

**To:** Gulati, Sonia; Salber, Matthew C; Patterson, Sean A **Subject:** RE: circuit ride update from RAD-Updated

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Importance: High

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**Sent:** Thursday, January 26, 2017 10:13 AM

To: Pehlivan, Serra; Loizeaux, Andrew B (Drew); Muirragui, Emily R; Salber, Matthew C; Bhalla, Amy D; Patterson, Sean

A; Landro, Leia M; Kazimierczak, Marta K

Subject: RE: circuit ride update from RAD-Updated

Desk Officers,

Thanks for time and effort yesterday and today in ensuring that all of the changes go smoothly. I spoke to Miya and RAIO Travel will be sending out some guidance to you all to forward to your teams. It will include information about cancellation fees, vaccinations, travel orders, etc. We can expect that sometime later today.

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Thanks!

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Sent: Wednesday, January 25, 2017 6:42 PM

To: Pehlivan, Serra; Loizeaux, Andrew B (Drew); Muirragui, Emily R; Salber, Matthew C; Bhalla, Amy D; Patterson, Sean

A; Landro, Leia M; Kazimierczak, Marta K

Subject: FW: circuit ride update from RAD-Updated

FYI

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To: Gulati, Sonia

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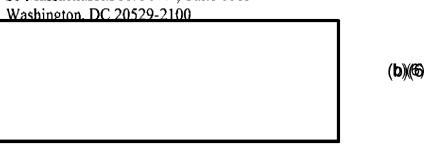
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# View the **Concur User Guide**

AWS Day: 2<sup>nd</sup> Monday of the Pay Period Telework: 2<sup>nd</sup> Thursday of the Pay Period

From: Gulati, Sonia

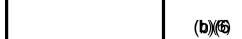
**Sent:** Wednesday, January 25, 2017 4:06 PM **To:** Dempsey, Miya H; Hodge, Brian A **Subject:** FW: circuit ride update from RAD

Brian and Miya,

Per my discussion with Miya.

As always, thanks for your support!

Sonia Gulati
Branch Chief, Regional Operations
Refugee Affairs Division (RAD)
DHS/USCIS/RAIO



From: Strack, Barbara L

Sent: Wednesday, January 25, 2017 4:03 PM

To: RAIO - Refugee1

Subject: FW: circuit ride update

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Miya H Dempsey Management Program Analyst DHS-USCIS-RAIO Travel Unit 20 Massachusetts Ave NW, Suite 6015

Washington DC 20529-2100

(b)(6)

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Brian and Miya,

Per my discussion with Miya.

As always, thanks for your support!

Sonia Gulati	Sa	nia	Cu	lati
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Branch Chief, Regional Operations Refugee Affairs Division (RAD)

DHS/USCIS/RAK	)

(b)(6)

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Sent: Wednesday, January 25, 2017 4:03 PM

To: RAIO - Refugee1

Subject: FW: circuit ride update

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I hope to share more information tomorrow.

From:

Gulati, Sonia

Sent:

Tuesday, February 07, 2017 10:10 AM

To:

Pehlivan, Serra; Muirragui, Emily R; Loizeaux, Andrew B (Drew); Bhalla, Amy D; Patterson,

Sean A; Salber, Matthew C; Landro, Leia M; Kazimierczak, Marta K; Djaboury, Jacob G;

Jones, Kelly A

Subject:

RE: Executive Order and Refugee Processing

Serra,

There is no decision on Q3 CRs right now. I am not involved in FACT/SOS so please direct the TDYers to Valerie and/or Erin.

Thanks,

Sonia

From: Pehlivan, Serra

Sent: Tuesday, February 07, 2017 7:39 AM

To: Gulati, Sonia; Muirragui, Emily R; Loizeaux, Andrew B (Drew); Bhalla, Amy D; Patterson, Sean A; Salber, Matthew C;

Landro, Leia M; Kazimierczak, Marta K; Djaboury, Jacob G; Jones, Kelly A

Subject: RE: Executive Order and Refugee Processing

Thanks Sonia.

How about Q3 CRs? Many TDYers reached out to me asking whether they should proceed with the scheduled FACT/SOS Training later this month.

From: Gulati, Sonia

Sent: Monday, February 06, 2017 9:04 PM

To: Pehlivan, Serra; Muirragui, Emily R; Loizeaux, Andrew B (Drew); Bhalla, Amy D; Patterson, Sean A; Salber, Matthew

C; Landro, Leia M; Kazimierczak, Marta K; Djaboury, Jacob G; Jones, Kelly A

Subject: FW: Executive Order and Refugee Processing

All,

Per our discussion at the Branch Meeting, please go ahead and use this email for any communication with TDYers on the cancelation of Q2 CRs.

Let me know if you need anything else.

Thanks!

Sonia

From: Ruppel, Joanna

Sent: Friday, February 03, 2017 3:02 PM

To: RAIO - ALL1

Subject: Executive Order and Refugee Processing

RAIO Colleagues,

As you know, last week we made the decision to temporarily suspend departures for both the Refugee Affairs Division (RAD) and International Operations (IO) circuit rides until February 15. We also temporarily suspended refugee interviews at all international field offices. Following further consultations with the Department of State Bureau for Population, Refugees and Migration (PRM), we have jointly decided that the remaining 2<sup>nd</sup> quarter circuit ride and USCIS international field office interview schedule will be completely revised. PRM is instructing the Refugee Support Centers to cancel this quarter's USCIS circuit rides and field office interviews at this time.

RAIO will be working with PRM in coming weeks and months to discuss when circuit rides and field office interviews will resume and to identify any interviews that will be needed to reach this year's revised goal of 50,000 admissions, as well as the FY18 ceiling, which has not yet been determined. At this time, we do not have any information to share on 3<sup>rd</sup> and 4<sup>th</sup> quarter circuit rides or field office processing, but we will continue to share additional information as it becomes available.

I would like to encourage you to review the RAIO ECN site that we have begun building to share information with you, as well as to provide a space for questions and collaboration:

#### 2017 Executive Orders

Joanna

You will find there a place where you may submit questions anonymously. Or, you can identify yourself in case we want to get back to you with any follow up questions to clarify your question. While the site tracks number of "responses," that actually means number of questions. It may take a bit of time, but once we have a number of questions, we will work on posting the questions and responses. Also, something to watch for in the coming weeks is that we will be seeking your views on certain implementation issues through the feedback section of that ECN site (such as additional information it would be helpful to know when processing a benefit request).

Thank	you for	your	support,	flexibility	and	patience	2,

Joanna Ruppel	
Acting Associate Director	
USCIS Refugee, Asylum and Inte	rnational Operations Directorate
	( <b>b</b> ))(6)

From:

Schoener, Sarah L

Sent:

Thursday, January 26, 2017 4:32 AM

To:

Pehlivan, Serra

Subject:

FW: EMEA Circuit Rides

Categories:

Green Category

Hi Serra,

IO circuit rides, including Tel Aviv, are officially still on. Please don't have the team cancel flights and other arrangements yet. As soon as I have more information, I will let you know so that you know how to proceed. IO is planning to discuss this issue today, so we're hoping to be able to get you an update quickly.

Thanks, Sarah

From: Johnson, Bobbie L

Sent: Thursday, January 26, 2017 10:44 AM

To: RomeDist

Cc: Langlois, Joseph E; Nicholson, Maura J

Subject: EMEA Circuit Rides

EMEA Staff.

Please see the information below we just received this morning regarding refugee circuit rides. We wanted to be sure you have the most recent information right away.

At this time, we in IO are not being asked to cancel circuit rides that are currently deployed and we are not being asked to cease planning circuit rides that are scheduled to deploy. We will be discussing the situation with Maura today and will certainly keep you updated if that changes.

If you have any questions, please reach out to me and Joe.

Thank you,

**Bobbie** 

From: Nicholson, Maura J

**Sent:** Thursday, January 26, 2017 12:19 AM

To: Langlois, Joseph E; Johnson, Bobbie L; Monica, Donald J; Spalter, Brian M

Cc: Lassen, Brett H; Fatica, Erin K; Kliska, Jennifer R

Subject: FW: circuit ride update

All,

FYI that RAD is suspending CRs through February 15 in light of the Executive Order that is expected tomorrow and which will affect refugee processing. We will be awaiting implementing guidance from DHS once the order is signed and can then assess what action we may need to take on our 2 currently deployed CRs and those scheduled for departure in February. We'll also then get a sense of how our I-730 caseloads will be affected.

I'm sure you've seen drafts online of the executive order as well as much press about what's likely coming, but we don't know what, if anything, of what's been reported may get changed in the final hours before the EO is signed.

FYI,

Maura

From: Stone, Mary M

Sent: Wednesday, January 25, 2017 4:17 PM To: Ruppel, Joanna; Nicholson, Maura J Subject: FW: circuit ride update

From: Strack, Barbara L

Sent: Wednesday, January 25, 2017 4:03:19 PM

To: RAIO - Refugee1

Subject: FW: circuit ride update

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I hope to share more information tomorrow.

From:

Schoener, Sarah L

Sent:

Friday, January 27, 2017 12:17 AM

To:

Pehlivan, Serra

Ç¢:

RAD-MiddleEast Desk; Gulati, Sonia

Subject:

RE: EMEA Circuit Rides, Israel

Thanks for your assistance coordinating the trip.

Sarah

Sent with Good (www.good.com)

From: Pehlivan, Serra

Sent: Thursday, January 26, 2017 9:45:16 PM

To: Schoener, Sarah L

Cc: RAD-MiddleEast Desk; Gulati, Sonia Subject: RE: EMEA Circuit Rides, Israel

Dear Sarah,

We just received information from IO HQ that this CR is cancelled. I wrote to RAIO Travel/CI Travel to cancel all travel arrangements including flights, layover hotel reservations, travel authorizations, and country clearances a few minutes ago.

Have a great weekend.

Serra Pehlivan

Middle East/Europe Desk Officer Refugee Affairs Division/USCIS/DHS 111 Massachusetts Ave, Suite 8000 NW

Washington, DC 20529-2100

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From: Schoener, Sarah L

Sent: Thursday, January 26, 2017 5:32 AM

To: Pehlivan, Serra

Subject: FW: EMEA Circuit Rides

Hi Serra,

IO circuit rides, including Tel Aviv, are officially still on. Please don't have the team cancel flights and other arrangements yet. As soon as I have more information, I will let you know so that you know how to proceed. IO is planning to discuss this issue today, so we're hoping to be able to get you an update quickly.

Thanks, Sarah

From: Johnson, Bobbie L

**Sent:** Thursday, January 26, 2017 10:44 AM

To: RomeDist

Cc: Langlois, Joseph E; Nicholson, Maura J

Subject: EMEA Circuit Rides

EMEA Staff,

Please see the information below we just received this morning regarding refugee circuit rides. We wanted to be sure you have the most recent information right away.

At this time, we in IO are not being asked to cancel circuit rides that are currently deployed and we are not being asked to cease planning circuit rides that are scheduled to deploy. We will be discussing the situation with Maura today and will certainly keep you updated if that changes.

If you have any questions, please reach out to me and Joe.

Thank you,

**Bobbie** 

From: Nicholson, Maura J

Sent: Thursday, January 26, 2017 12:19 AM

To: Langlois, Joseph E; Johnson, Bobbie L; Monica, Donald J; Spalter, Brian M

Cc: Lassen, Brett H; Fatica, Erin K; Kliska, Jennifer R

Subject: FW: circuit ride update

All,

FYI that RAD is suspending CRs through February 15 in light of the Executive Order that is expected tomorrow and which will affect refugee processing. We will be awaiting implementing guidance from DHS once the order is signed and can then assess what action we may need to take on our 2 currently deployed CRs and those scheduled for departure in February. We'll also then get a sense of how our I-730 caseloads will be affected.

I'm sure you've seen drafts online of the executive order as well as much press about what's likely coming, but we don't know what, if anything, of what's been reported may get changed in the final hours before the EO is signed.

FYI,

Maura

From: Stone, Mary M

**Sent:** Wednesday, January 25, 2017 4:17 PM **To:** Ruppel, Joanna; Nicholson, Maura J **Subject:** FW: circult ride update

From: Strack, Barbara L

Sent: Wednesday, January 25, 2017 4:03:19 PM

To: RAIO - Refugee1

Subject: FW: circuit ride update

From: Strack, Barbara L

Sent: Wednesday, January 25, 2017 3:37:28 PM

**To:** Strack, Barbara L **Subject:** circuit ride update

Dear RAD staff – I know that many of you have seen draft copies of an Executive Order related to the USRAP that is expected to be finalized and signed tomorrow. In light of this anticipated announcement, we've determined that it would be prudent to suspend circuit rides that are scheduled to depart between now and February 15.

We are also suspending the remaining PDBs planned for this week.

For our TDYers who are here in DC, we will be sharing information as soon as possible about travel arrangements for returning to home offices.

I hope to share more information tomorrow.

From:

Pehlivan, Serra

Sent:

Monday, January 30, 2017 1:35 PM

To:

Thayer, Deborah G

Subject:

RE: Cancellation of Flights/hotels- FY17 Q2 Istanbul Circuit Ride

Dear Deborah,

All of the RAD circuit rides are suspended for an unknown period of time. We really don't know much about what might happen in the future. RAD will contact you once we the office decide on rescheduling any CR.

You will receive a separate email from our TDYer Coordinator in the coming days on how to return your equipment. Please let me know if you don't hear about it in a week.

Serra Pehlivan Middle East/Europe Desk Officer Refugee Affairs Division/USCIS/DHS 111 Massachusetts Ave, Suite 8000 NW Washington, DC 20529-2100

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From: Thayer, Deborah G

Sent: Monday, January 30, 2017 9:51 AM

To: Pehlivan, Serra

Subject: RE: Cancellation of Flights/hotels- FY17 Q2 Istanbul Circuit Ride

Serra,

The only other communication I have received was the email from Michael Fattizzi on Wednesday 1/25/17, which indicates that the circuit rides were going to be postponed. I am assuming from your email that they are in fact, cancelled, not just postponed. Can you confirm for me so that I can update my management?

Will there be instructions forthcoming about what to do with the government iPhones we were issued in December?

Thanks,

Deborah

From: Pehlivan, Serra

Sent: Sunday, January 29, 2017 8:27 AM

**To:** Garon, Eva T; Rana, Muhammad J; Clifford, Andrea L; Morley, Andrea M; Holt, Lauren E; Onisko, Merrilyn A; Bui, Van Khanh H; Marble, Sarah E; Hart, Amanda L; Wills, Kirk R; Papalaskaris, Zoe; Chu, Ina R; Hussain, Haris; Rosenberg, Alanna E; Krimker, Ivan G; Kuehl, Patricia B; Zill, Katherine F; Xhemall, Spartak; Dalal, Ankur P (Andy); Mintey, Brian P; Ford, Gary W; Kerastas, David J; Villena, Daniel A; Thayer, Deborah G; Digby, Lauren A; McMahon, Matthew E;

Sohonyay, Simon P; Crompton, Wendy C

**Cc:** RAD-MiddleEast Desk; RAIO Travel; Hail, Jerlisa V; Johnson, Ann **Subject:** Cancellation of Flights/hotels- FY17 Q2 Istanbul Circuit Ride

Importance: High

Dear all,

Please note that your flights, hotel reservations in Istanbul, layover hotel reservations arranged by CI Travel, and travel authorizations are all cancelled. If you have made any hotel reservation at your layover location on your own, please take the necessary action to cancel them.

Thank you,

Serra Pehlivan
Middle East/Europe Desk Officer
Refugee Affairs Division/USCIS/DHS
111 Massachusetts Ave, Suite 8000 NW
Washington, DC 20529-2100

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